

# VCA Guidelines

## Quick Reference Guide Key Rules and Regulations



*Verandah*®  
Community Association



## Quick Reference Guide: Key Rules and Information

This guide provides Verandah homeowners with a single, condensed document to refer to when looking for assistance on commonly used community rules, regulations, and information. This Guide does not contain every rule and regulation, nor does it supersede or modify the language or intent of any of the official Governing Documents. Please refer to [Verandah's Governing Documents](#) for additional information.

Abby Feliciano is our Compliance Officer. She will gladly assist you with any questions you may have on our rules and guidelines. Abby can be reached by phone at (239) 694-6358 or by email at [Office@vcalife.com](mailto:Office@vcalife.com), or at the VCA offices at 11390 Palm Beach Blvd.

**\*Links in this document are indicated in bold Teal typeface**

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## Parking Rules

### [View the 2021\\_05 Amendment on Parking](#)

- **Resident and Guest Vehicle Parking on the Street** Overnight street parking is not allowed. Passenger vehicles of an owner, renter, or guest may be parked in the street directly in front of one's home for up to 4 consecutive hours between 8:00 a.m. and midnight. This street parking is limited to two days in any given week, longer term parking requires approval in advance from the VCA.
- **Parking for Home Maintenance Services or Construction** Home maintenance and construction vehicles may park on the street during normal daytime working hours but not on Sundays or holidays unless prior approval has been granted by the Board or the VCA.
- **Parking of Disallowed Vehicles** Mobile homes, recreational vehicles (RVs), all-terrain vehicles (ATVs), golf carts, three-wheelers, boats, trailers, stored vehicles, vehicles under repair, or inoperable vehicles may not park anywhere within Verandah except in enclosed garages. RVs may park in a driveway for a 24-hour period for loading and unloading, for up to 2 times per month, with prior notice.
- **Parking in Driveways** Automobiles, sport utility vehicles (SUVs), and standard pickup trucks of up to ¾ ton capacity can park in driveways provided they do not have visible commercial signage and no material or merchandise is visible in the open bed of the truck. (Some sub-HOAs may have more restrictive rules. Please consult with the sub-HOA Board, Property Manager, or governing documents for further details.) The vehicle must be registered to the Verandah address where the vehicle is parked. No dual tires or vehicles with more than three axles are allowed and pickup trucks that have been altered from the manufacturer's specifications are generally prohibited from driveway parking. Overnight guests must display a current Verandah entry pass on their dashboard.

## Golf Carts and LSVs

### [View 2021\\_05 Parking, Golf Cart Usage Amendment Exhibit C Initial Use Restrictions \(a\)\(ii\) and \(a\)\(iii\)](#)

Verandah roadways, paths, and trails are owned and managed by various organizations including the VCA, Verandah LLC, the East and West CDDs, several sub-HOAs, and our three condominium neighborhoods

- Privately owned golf carts, motorized ATVs, or motorized skateboards may not be operated in Verandah.
- The operation of low-speed vehicles (LSVs) is permitted if registered with the VCA. The VCA approach is consistent with Florida law and requires LSVs to have a license plate displaying current state registration and be insured. Any person operating an LSV must have a valid license in their immediate possession

[View Exhibit C Initial Use Restrictions \(u\)](#)

[View FL DOT Guide to LSVs](#)

## Access to Verandah – Gatehouse

### [Visit Gatehouse page](#)

- **Gatehouse Hours**
  - Main Gate is open and staffed 24 hours a day.

- Tropic Gate is open and staffed from 7:00AM to 6:00PM. Guests arriving after hours must enter through the main gate. Residents may enter and exit at any time.
- **Authorizing Your Visitors and Vendors** - These are the ways to manage and pre-authorize temporary access to Verandah for your visitors and vendors:
  - Resident Gatehouse Portal – manage your visitor lists and view your account profile. You can access this service at: [verandah.gatehouseportal.com](https://verandah.gatehouseportal.com). [View Detailed Instructions](#)
  - Automated Attendant - is a voice authorization process to admit a guest by phone. The telephone number for the GateHouse® Auto Attendant is 888-698-1877.  
If the system does not recognize your phone number, you will be prompted to enter in your PIN number. Please contact 239-693-1321 or email [GateMGR@VCALife.com](mailto:GateMGR@VCALife.com) to get your PIN or add additional phone numbers to your verification list. Instructions.

## Safety on Our Roadways

### Bicycles on the roadways of Verandah

- Bicyclists may ride on roadways and trails, but not any cart paths within the golf course.
- Bicycles are defined as vehicles and generally have the same rights and responsibilities as motor vehicle drivers. **Bicyclists riding on the street must obey all motor vehicle regulations.**
- Ride in the same direction as traffic and stay as far to the right as possible.
- Announce your approach to walkers, either ring your bell or call out “On your left/right.” Sounding your bell is the preferred warning to walkers.
- Earbuds or other impediments to hearing are not permitted.
- If riding between the hours of sunset and sunrise, you must use a headlight and taillight or reflector.
- Wear a helmet, no matter your age – All bicycle riders and passengers under age 16 are required by Florida Law to wear a helmet. [View FLDOT Fitting Your Bike Helmet](#)
- Click to [View Florida Bicycle Safety](#)

### Cars and LSVs on the Verandah roadways

- Obey the posted speed limit.
- Yield to pedestrians and bicyclists in crosswalks, they have the right of way.
- Be observant for golf carts crossing at cart path/roadway intersections.
- Give bicyclists plenty of space when passing. Florida law requires a 3’ minimum passing distance.

## Leasing Procedure

All homeowners who plan to rent or lease their unit are required to have their tenant complete and submit: a Verandah Community Association Lease Application, the required documents, and payment for approval of lease. Some neighborhoods are overseen by their own neighborhood associations, referred to as Sub-HOAs. VCA managed neighborhoods (as well as Orangetree Bend and Sabal Point) and Sub-HOAs follow different procedures for leasing.

[Visit Leasing webpage](#) for complete information.

## Trash Pickup

- Trash pickup occurs every Friday for household garbage, recyclables, and yard waste. On weeks when there is an observed holiday, trash pickup is on Monday. **Observed holidays:** New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas.
- Set your bins out to the curb after 7:00 p.m. the day before or by 6:30 a.m. on Friday morning. Bring in your bins after your trash has been picked up. Stored bins cannot be visible from the street.
- Yard waste must be placed in a bin or yard waste bag for pickup. Be careful not to block storm drains.
- Set large, bulky items including appliances out at the curb next to your regular garbage. Call **Waste Pro**, our trash collection company, at (239) 337-0800 to report missed pickups as well as to request special pick up of curbside-placed appliances.

## Rules for Dog Owners

A shaded dog park is located on Verandah Blvd. with adjacent parking. The Dog Park is maintained by the VCA. While walking your pet on Verandah common areas, all waste must be picked up and properly discarded. Whenever outside the home, all dogs are required to be on leash. Dogs should be licensed and inoculated as required by [Lee County Animal Services](#).

### Verandah Dog Park Rules

- All dogs must be under the handler's control.
- Only two dogs per handler are allowed.
- All dog handlers must always have a leash in hand.
- No female dogs in heat are allowed in the dog park.
- Only dogs 1 month and older are allowed.
- Dogs must be legally licensed, vaccinated and wearing its tag.
- Handlers must always keep their dog(s) in view.
- Any dog bite is the owner's responsibility and must be immediately reported to the Lee County Animal Control and parties involved must wait for an officer to respond, except in the case where immediate medical care is needed.
- Dogs must not be allowed to bark incessantly or to the annoyance of the other residents enjoying the park.
- Dog handlers must immediately pick up and dispose of, in trash receptacles, all dog waste.
- Aggressive dogs are not allowed at any time. An aggressive dog is defined as a dog(s) posing a threat to a human being or other dogs. Handlers are legally responsible for their dog(s) and any injury caused by them.
- Dogs must be on leash when entering and exiting.
- When inside the dog park an adult must accompany children under the age of 11.
- Food, bottles, glass, and sharp objects are not allowed inside the dog park.
- No feeding of any wildlife is allowed including birds.
- Keep dog park gate closed to avoid any potential escapes.
- Please clean dog wash station after use.
- Dogs are not permitted to dig the sod in the dog park. Handlers will be held responsible for any damage done to the sod.

# Voting and Elections

## [View 2021\\_09 Amended and Restated By-Laws](#)

Elections for the Board of Directors are held every October in conjunction with the Annual Meeting. In alternating years, either 3 or 4 seats will be open for election.

- **Number of Directors to Be Elected.** There will be either three or four vacancies on the Board of Directors to be filled by election. If no more than that number of persons qualify as Candidates, no election will be held, and these Candidates will be seated. No nominations from the floor will be allowed.
- **Eligibility to Run for Director**
  - Candidates for Director must be owners of a home in Verandah.
  - Homeowners are ineligible if they are more than thirty (30) days past due in the payment of any assessment, fee or fine, they have been convicted of any felony in Florida or other state courts, there are pending criminal charges against the person for felony theft or embezzlement offense involving the Verandah's funds or property.
  - Candidates must sign any background check disclosure or release authorization form.
- **Notification**
  - Any qualified person must notify the Verandah office by submitting the Candidate Information Form to the Verandah General Manager during the announced filing period.
- **Presentation of the Slate of Candidates**
  - Candidates' Forms will be posted on the VCA website.
  - The VCA will accept and post videos of a Candidate presentation. Links will be available on the VCA website, and the presentations uploaded to an electronic platform.
  - Candidates may not use Verandah publications, including the Verandah website and Verandah mailings for campaign purposes. Campaign material may not be posted on Verandah property.
- **Election Ballot**
  - Candidates' names will be listed on the election ballot in alphabetical order.
  - Voting in Person or By Proxy. Those members who have not consented to vote electronically will receive the information of each Candidate, general directions for voting, and a limited proxy together with a return envelope, by regular mail.
  - Electronic Voting. The VCA provides the ability to vote electronically. Those who have consented to electronic voting will receive the Ballot Packet electronically. No hard copies will be provided.
- **Voting Procedures.** The Member voting will cast the election ballots by voting for no more than three (or four in alternating years) Candidates. A Member may cast one vote for just one Candidate without voting for any other Candidate.
- **Casting of Votes.** One Unit, one vote. The vote for the Unit will be cast as follows:
  - If the Unit is owned by one person, that person may vote.
  - If the Unit is owned jointly by two or more natural persons, one person may vote.
  - If the Owner of a Unit is not a natural person, the Owner will designate in writing one person who is authorized to vote. In the absence of a designation, the documentation provided to Verandah upon purchase will control.
- **Reporting of Results.** At the Annual Meeting, the Elections Committee will tabulate all votes cast and then certify the election results in writing to the Board and President at the Meeting.



## Duties and Powers of the Board of Directors

The Board of Directors shall have all the powers and duties necessary for the administration of the Association's affairs and for performing all responsibilities and exercising all rights of the Association as set forth in the Declaration, the By-Laws, the Articles, and as provided by law.

**Duties** - [View 9-20-2021 Amended and Restated By-Laws \(page 10\)](#)

**Management** - [View 9-20-2021 Amended and Restated By-Laws \(page 12\)](#)

The Board of Directors may employ a professional management agent to perform duties and services the Board authorizes.

**Accounts and Reports** - [View 9-20-2021 Amended and Restated By-Laws \(page 13\)](#)

**Borrowing** - [View 9-20-2021 Amended and Restated By-Laws \(page 13\)](#)

The Association has the power to borrow money for any legal purpose with the approval of Neighborhood Representatives as outlined in the By-Laws.

**Right to Contract** - [View 9-20-2021 Amended and Restated By-Laws \(page 14\)](#)

The Association has the right to contract with any Person for the performance of various duties and functions.

**Enforcement** - [View 9-20-2021 Amended and Restated By-Laws \(page 14\)](#)

The Association will have the power to impose sanctions for any violation of the Governing Documents.

**Board Standards** - [View 9-20-2021 Amended and Restated By-Laws \(page 15\)](#)

While conducting the Association's business affairs, the Board will be protected by the business judgment rule.

**Emergency Powers** [View 9-20-2021 Amended and Restated By-Laws \(page 15\)](#)

The Board of Directors, in response to damage or injury caused by or in anticipated in connection with any "emergency" as defined in this document or in Fla. Stats. section 252.34(4) may exercise emergency powers.

## Homeowner Assessments

### [View Assessment Schedules](#)

Assessments are due on the first date of each quarter, January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup> as documented in the Assessment Schedule. A late fee of \$25.00 will be charged for each installment paid late. [View Collections Policy.](#)

The Association is authorized to levy base assessments on all units to fund the common expenses, in accordance with [Section 8.1 of the Declarations of Covenants, Conditions and Restrictions \(page 31.\)](#)

## Community Development Districts (CDD)

Visit [Verandah East and West CDDs](#) website for additional information.

[Verandah East Map](#)

[Verandah West Map](#)

The Verandah Community Development Districts (Verandah CDDs) were responsible for the initial creation and maintenance of our preserves, lakes, and related storm water management system. Within the boundaries of the community are two CDDs: Verandah West and Verandah East.

- Created by Chapter 190 of the Florida Statutes and established by County ordinance, a CDD is an independent unit of special purpose government, whose sole purpose is to plan, finance, construct, operate, and maintain the infrastructure for the benefit of the community. In Verandah, the “infrastructure” created and maintained by our two CDDs consists primarily of the storm water management system.
- The CDDs own most of the lakes and the many preserve areas. Verandah’s land contains natural flow ways and wetlands that have been restored and enhanced. These lands and lakes, with an extensive system of inter-connections, form the backbone of Verandah’s water management system. They are home to many species of wildlife and birds.
- The infrastructure costs of the CDDs are financed through the issuance of low interest 20 or 30-year special assessment revenue bonds. The debt from these bonds makes up most of the annual assessment from the district. Assessments are collected as part of each homeowner’s Lee County’s property tax bill each year. Revenues are managed and services are contracted, paid for, and professionally managed by Verandah’s CDDs through a contract with a professional management firm, Wrathell, Hunt and Associates, LLC. Each CDD has a Board of Supervisors—each Board has five seats. Board seats are filled via a balloted election process through Lee County. To be elected, you must be a homeowner in Verandah.

## Resource Conservation Services (RCS)

Visit [RCS website](#)

Our governing documents provide that every homeowner is required to maintain a dual water system one of which is designated to utilize non-potable water for irrigation. RCS is a private utility company that owns and maintains significant infrastructure within Verandah to convey non-potable irrigation water to our homes. The VCA’s relationship is contractual, and RCS is the sole provider available for such services.

In Verandah there are two pump houses servicing the residential areas. Irrigation water is pumped from two, RCS-owned lakes within Verandah. One lake is located on the golf course near the maintenance facility (between holes 13 and 14 on Old Orange) and the other is the large lake between Woodhaven and Fairway Cove (running from Verandah Blvd to the 10<sup>th</sup> tee box on Whispering Oaks). You will notice that one of the RCS-owned pump houses is located on Verandah Boulevard near the second lake. There are a number of wells that pump replenishment water back into the two lakes—along Verandah Boulevard, along Buckingham Road, and some by the golf course.

It is important to understand that although RCS owns these two lakes, they are dual purpose—both irrigation and part of the storm water management system. The CDD manages the lakes for storm water and RCS manages them for irrigation. RCS does slight chlorination at the lake’s intake pipe, but not enough to affect the lake.



Each homeowner is billed monthly for their irrigation water use. RCS is responsible for maintaining the irrigation system up to the water meter at each home. Beyond the water meter (irrigation lines, sprinklers, filtration, control boxes, etc.) are the responsibility of each homeowner. RCS maintains an informative website: [www.rcsirrigation.com](http://www.rcsirrigation.com). Under Rules and Restriction there is a link to "Tariff" where you will find a document containing their Rate Schedules.

## The Verandah Club

The Verandah Club (The Club) is a privately-owned entity, and an important part of the greater Verandah Community. Its facilities are in the River Village (e.g., the Golf House, River House, Blossoms, fitness center, tennis, pickleball and bocce courts) and the golf courses. The Club is owned and operated separately from the VCA and has its own set of rules and regulations which regulate the usage of its facilities and membership. These rules, policies and regulations are contained on the [www.VerandahLife.com](http://www.VerandahLife.com) website.

The Club is owned by Verandah Development LLC (Kolter). Despite their separate operation and ownership, The Club and the VCA coexist within the community in a manner that supports a common benefit and maintains the community-wide standard. And therefore, there exists between these two entities a Declaration of Easements and Covenants to Share Costs and certain agreements for use rights.

## Fining Policy

Abiding by the Declarations of Covenants Conditions and Restrictions (DCCR) of Verandah is the responsibility of all homeowners. Failure to do so can result in penalties. The Fining Policy and Fine Schedule are available here for your review. Click to view: [Fining Policy](#) and [Fine Schedule](#)

### **Covenants Committee (CC)**

As required by Florida Statute, the purpose of the homeowner led Covenants Committee (CC) is to assist in the application of the Verandah Community Association's fining process. The CC provides the aggrieved homeowner an opportunity to seek a review of the imposition of any fine levied as a result of an alleged violation of community guidelines. The CC is required to ensure that the community guidelines and processes are properly upheld and the established community standards and requirements are protected. The CC members put the interests of the community above the interests of individual homeowner members or the members' personal opinions in compliance with Governing Documents and with Florida statutory mandates.

## Neighborhood Associations – Sub-HOAs

Several Verandah neighborhoods have their own homeowner associations, these are known as Sub-HOAs. These neighborhoods include Bramble Cove, Cottonwood Bend, Idlewild, Lakeview, Orangetree Bend, Otter Bend, Palmetto Grove, Pebblebrook, Sabal Point and Shady Bend.

While all Verandah homeowners are members of the VCA and abide by its DCCRs, Sub-HOAs have their own set of covenants and regulations. When there is a difference between the VCA and the Sub-HOA rules, the more restrictive rule prevails for that neighborhood.

[Contact the Sub-HOA board or property manager](#) for detailed information.